

project feasibility studies (as appropriate), and timelines.

- Identification of individuals responsible for implementing and ensuring project success.
- Long-term benefits of project and the length of time the benefits and impacts are anticipated.
- Expansion capability, such as potential to expand the application.
- Environmental documentation and permits, if applicable, and positive and negative environmental consequences to forested lands with and without project.
- Projected reduction in green house gases and water pollution, improvements in wildlife habitats, and adoption of new cleaner technologies.
- Explanation of evaluation and monitoring plans and how these would be implemented to evaluate degree of success.
- Description of accountability and reporting procedures to ensure all requirements of this grant are achieved.

ii. Appendices.

The following information shall be included in appendices to the application in addition to the Comprehensive Feasibility Assessment and Woody Biomass Resource Supply Assessment.

- Qualifications and Portfolio of Engineering Services: For the engineering systems, the project usually consists of a system designer, project manager, equipment supplier, project engineer, construction contractor of system installer, and a system operator and maintainer. One individual or entity may serve more than one role. The project team must have demonstrated expertise in similar bioenergy systems development, engineering, installation, and maintenance. Authoritative evidence that project team service providers have the necessary professional credentials or relevant experience to perform the required services must be provided. Authoritative evidence that vendors of proprietary components can provide necessary equipment and spare parts for the system to operate over its design life must also be provided. A list of the same or similar projects designed, installed, and currently operating with references shall be provided along with appropriate contacts.

- Quotes for Professional Engineering Services Considered (minimum of two quotes): Rationale for selection of engineering firm, if already selected.

- Community Benefit Statement (maximum one page): One page narrative on social, environmental and economic impact and importance of project to community. Include substantiated facts and benefits, such as

local employment rate, per capita income and fossil fuel impacts with and without the project. Letters of support from community leaders demonstrating on-going community collaboration, where appropriate. Forest Service regions shall use this information to help evaluate regional impacts, particularly impact of job creation and retention as appropriate at the geographic scale for the region. This information will not be sent forward to technical reviewers.

- Letters of Support from Partners, Individuals, or Organizations: Letters of support shall be included in an appendix and are intended to display the degree of collaboration occurring between the different entities engaged in the project. These letters shall include partner commitments of cash or in-kind services from all those listed in the SF 424 and SF 424A. Each letter of support is limited to one page in length.

- Federal Funds: List all other Federal funds received for this project within the last 3 years. List agency, program name, and dollar amount.

- Administrative Forms: AD 1047, 1048, 1049, SF 424B and certificate regarding lobbying activities are standard forms that need to be included and are required before a grant can be awarded. These forms can be accessed at <http://www.fpl.fs.fed.us/tmu> under Grants and Funding.

c. Application Order. Assemble information in the following order.

- Project Summary (one page limit)
- Application for Federal Assistance SF 424 and Budget Summary SF 424A
- Project Narrative (10 page limit)
- Budget Summary Justification in support of SF 424A (two page limit)

• Appendices

- (1) Comprehensive Feasibility Assessment.
- (2) Woody Biomass Resource Supply Assessment.
- (3) Qualifications and experience portfolio of engineering firm who will do engineering design work.
- (4) Quotes for professional engineering services (minimum of two quotes).

- (5) Community Benefit Statement (maximum of one page).

- (6) Letters of support or commitment.

- (7) List of all other federal funds received for this project.

- (8) Administrative Forms (found at <http://www.fpl.fs.fed.us/tmu>).

- (a) SF 424B Assurances.

- (b) AD 1047 Certification Regarding Debarment Primary Tier.

- (c) AD 1048 Certification Regarding Debarment Lower Tier.

- (d) AD 1049 Certification Regarding Drug Free Workplace.

- (e) Certification Regarding Lobbying.

Dated: November 30, 2010.

**Robin L. Thompson.**

*Associate Deputy Chief, State and Private Forestry.*

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## COMMISSION ON CIVIL RIGHTS

### Sunshine Act Notice

**AGENCY:** United States Commission on Civil Rights.

**ACTION:** Notice of meeting.

**DATE AND TIME:** Friday, December 17, 2010; 9:30 a.m. EST.

**PLACE:** 624 Ninth Street, NW., Room 540, Washington, DC 20425.

### Meeting Agenda

This meeting is open to the public.

I. Approval of Agenda.

II. Welcome New Commissioners.

III. Management and Operations:

- Review of transition, order of succession, continuity of operations.
- Review of 2011 meeting calendar.
- Staff Director's report.

IV. Program Planning: Update and discussion of projects.

- Cy Pres.
- Disparate Impact in School Discipline Policies.
- Gender and the Wage Gap.
- Title IX—Sex Discrimination in Liberal Arts College Admissions.
- Eminent Domain Project.
- NBPP.

V. State Advisory Committee Issues:

- Update on status of North Dakota, Illinois and Minnesota SACs.
- Update on Vermont SAC.

VI. Approval of Minutes of December 3, 2010 Meeting.

VII. Announcements.

VIII. Adjourn.

### CONTACT PERSON FOR FURTHER

**INFORMATION:** Lenore Ostrowsky, Acting Chief, Public Affairs Unit (202) 376-8591. *TDD:* (202) 376-8116.

Persons with a disability requiring special services, such as an interpreter for the hearing impaired, should contact Pamela Dunston at least seven days prior to the meeting at 202-376-8105. *TDD:* (202) 376-8116.

Dated: December 7, 2010.

**David Blackwood,**

*General Counsel.*

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